

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Electrical System Upgrade and Scheduled Maintenance

Dear [Recipient Name],

This letter is to inform you that we will be performing essential electrical system upgrades and routine maintenance at [Property Address/Location].

Scheduled Date: [Date of Work]
Scheduled Time: [Start Time] to [End Time]

The purpose of this project is to enhance the safety, efficiency, and reliability of the electrical infrastructure. Please be advised that during the hours mentioned above, there will be a temporary interruption of electrical power to your unit/area.

To prepare for this outage, we recommend the following:

- Turn off and unplug sensitive electronic equipment (computers, televisions, etc.).
- Keep refrigerator and freezer doors closed as much as possible to maintain temperature.
- Ensure any backup power systems or generators are ready if required.

Our team will work to complete the upgrades as quickly and safely as possible to minimize any inconvenience. Power will be restored immediately upon completion of the maintenance.

If you have any questions or specific concerns regarding this schedule, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and patience as we improve our facilities.

Sincerely,

[Your Name]
[Your Title/Company Name]
[Phone Number]